

For Internal Use Only: Voucher #: _____ Ticket book #: _____ DATE: _____ By: _____		State Agency Rider (STAR) Pass Pierce Transit Olympia Express Subsidy Tracking Calendar
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NAME	AGENCY
E-MAIL	WORK PHONE
STAR Pass Coordinator's Name	

PLEASE READ THESE INSTRUCTIONS CAREFULLY!

The STAR Pass is no longer valid on **Pierce Transit Olympia Express** routes. Use this form to track your one-way commute trips taken on **Pierce Transit Olympia Express** (routes 601 and 603A). To be eligible for a subsidy you must: 1) have a STAR Pass; 2) be registered with GA; and 3) be assigned to a worksite in Thurston County. To receive a subsidy for each of your **one-way** trips taken on Pierce Transit Olympia Express, you must complete this calendar. Note: You may receive this subsidy **in addition** to any you receive from your agency as long as collectively you are not receiving more than the cost of a monthly bus pass in **tax-free vouchers**. Questions? Call 902-7318 or e-mail CTRMail@ga.wa.gov.

You may receive your STAR Pass subsidy in one of two ways:

1. Turn in a trip tracking calendar showing 20 one-way trips on a **Pierce Transit Olympia Express** bus and receive a Commute Bonus Voucher worth \$11 that may be used towards the purchase a monthly transit pass. **OR**
2. Turn in a trip tracking calendar showing 23 one-way trips on a **Pierce Transit Olympia Express** bus and receive a book of 11 Pierce Transit bus tickets, each with a value of \$1.25 that may be used for future trips.

Once the trip calendar has been completed, sign and date it. Submit the completed calendar to your agency Employee Transportation Coordinator (ETC) or STAR Pass Coordinator or to the State Agency CTR Manager at GA – MS 41015.

You will receive **EITHER** a book of 11 trip tickets for every 23 trips taken on a Pierce Transit Olympia Express bus **OR** an \$11 Commuter Bonus Voucher for every 20 trips taken on a Pierce Transit Olympia Express bus.

One-way trips taken on **Pierce Transit Olympia Express** between (dates*) _____ and _____

1: date:	2: date:	3: date	4: date	5: date	6: date	7: date
AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)
8: date	9: date	10: date	11: date	12: date	13: date	14: date
AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)
15: date	16: date	17: date	18: date	19: date	20: date	
AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	Exchange 20 trips for one \$11 voucher

21: date	22: date	23: date	
AM PM (Circle One)	AM PM (Circle One)	AM PM (Circle One)	
			Exchange 23 trips for one book of 11 trip tickets * Note: Trips do not need to be taken in a single month

I certify that this information is accurate and complete and that I meet the STAR Pass eligibility requirements: 1) I have a STAR Pass; 2) I am registered with the State Agency CTR program at the Department of General Administration; and 3) I am assigned to a worksite in Thurston County. (Register on line at www.ga.wa.gov/CTR/starpas.html or by e-mail CTRMail@ga.wa.gov)

The commute trips recorded above were taken on the **Pierce Transit Olympia Express** (i.e. on Pierce Transit buses). I am not requesting any subsidy for rides taken on the Intercity Transit Olympia Express. I understand that I may be denied the subsidy (either a trip ticket book OR voucher) if I provide inaccurate information or am found to be ineligible for the STAR Pass subsidy for rides taken on the **Pierce Transit Olympia Express**.

Employee Signature	Date	STAR Pass Coordinator Signature	Date
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